

3 December 1963

MEMORANDUM FOR: [REDACTED]

SUBJECT : Cable Archives Filing System

1. From December 1946 through December 1960 all cables were filed alphabetically by station number on microfilm. Including the OSS period 20 years of cables are contained in three four-drawer safes in the Cable Secretariat. It took me 15 minutes to recover Reference No. 3 in your 14 November note.

2. Starting January 1961 Cable Archives, then located in Commo, commenced filing by IN number and DIR number. This was continued after the Archives function was transferred to the Cable Secretariat in December 1962. Cable Secretariat maintains a log by station and approximate dates. It used to destroy these after a period but since July 1963 these logs have been retained as an approximate index for recovering requested cables.

3. References No. 1 and 2 in your 14 November note were not requested for recovery because it was estimated that it would take as much as an hour and a half to locate each one.

4. The head archivist states that he receives requests for recovery of cables, without the exact reference numbers, no more than one a month. He recalls having received none since his transfer to the Cable Secretariat a year ago. Apparently the more recent cables can usually be identified readily. One could well argue that the extremely low volume of business on the sort of cables that you listed doesn't warrant a complicated index system. On this point [REDACTED] No. 2 man, expresses the view that if the responsible desks don't maintain the files themselves, the burden is more properly that of DD/P in some sort of an application of a [REDACTED] system than one to be placed on the Cable Secretariat. From his point of view if a former chief of station, or some such, wanted to recover some old administrative traffic, the delay in recovery is not too great. Certainly when we think of the limited volume of business on this stuff there is merit in his argument.

and they don't

?

5. As a matter of additional interest the Secretariat has stopped microfilming files. This is based on recommendations of the Records Management Staff and took effect in June. It is supposed to save about \$150,000 in microfilm costs over the next 15 years. One year's hard copy will be stored in the Secretariat and the balance will be retired cables can be retrieved "in 24 hours or less--one or two hours in an emergency." At the time of the survey the Records Management Staff study said "This time has been checked with the biggest user of the reference service and he believes 24 hours would satisfy the majority of requests."

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6. While I personally would prefer the idea of a well-indexed microfilm system, the low level of business, its usual lack of urgency, and the fact that retrieval is possible, if not expeditious, would strike me as being adequate. My personal inclination is to describe the function, note the recent changes and pursue it no further.

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3 December 1967
Date

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BAKMAN

RETURN TO: Mr. Breckinridge

This doesn't read nearly so
well as when I dictated
it, but the message is

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	S. D. Brackinridge		
2			
3			
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks:			
CS INDEXING (passage clipped) is news to me - I still hold my doubts, but concede that for the time being the question is MOST. Thank you.			
FOLD HERE TO RETURN TO SENDER			
ONE NO.		DATE	
9 Dec		9 Dec	

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1					SM
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
Remarks:					
The papers on the Archives. I've stuck paper clips on some of it to indicate relevant sections.					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
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14 November 1963

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NOTE TO: Mr. Breckinridge

25X1 1. [] planned to visit Mr. Kermit
25X1 Roosevelt and [] sent a cable about this in late July
or early August of 1963. Can you find it?

25X1 2. In the latter part of April 1962 the Chief of Station wrote
25X1 a cable to [] with regard to a possible assignment on
CA Staff. [] Can you give me the [] station
number? *— send*

25X1 3. In the second week of June 1960 [] sent in
a cable reporting on the fourth series of national elections for the

[]

[]

~~SECRET~~